



REQUEST FOR EMPLOYEE RELOCATION

OCONUS to CONUS - Civilian

Center, Institute, or
Office (CIO):

Travel Order Number:

Division:

CIO Travel Resource
Contact (TRC):

Employee's Name:

Social Security
Number:

Job Title:

Office Park:

Type:

(check one)

☐ New hire employee

☐ Long-term training

☐ Detailee (international organization)

☐ Transfer from another federal agency

☐ Current federal employee
(transferring within CDC)

Relocating From:

Relocating To:

Effective Date:

Immediate Supervisor at
New Location:

Current Home Address:

City

State

Zip

Mailing Address:

City

State

Zip

Home Phone Number:

Work Phone Number:

Mobile Number:

Fax Number:

Email Address:

Appropriation:

FY of Appropriation:

Funding Information:

CAN:

Service Fee CAN

Interagency Agreement Number: 2051IA06-24

☐ Temporary Quarters Subsistence Expense (TQSE) may not receive TQSE and TQSA

☐ Shipment of POV, mobile home, or boat

☐ Consumables Shipment

☐ Temporary Quarters Subsistence Allowance (TQSA) obligate TQSA on SF 1190 if not a
detailee, ☐ Advance advance must be obligated on the PCS travel order

For Approving Officials:

Division Approval:

Signature of Division Approving Official

Name:

Title:

CIO Approval:

Signature of CIO Approving Official

Name:

Title:

Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov

Fax Number: (304)480-8480

Subject line of faxed or e-mailed documents should be "CDC PCS - 'CIO'"

Last Revised 07/2005